



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

Vacancy Announcement 16-07

POSITION TITLE:	Programmer/Systems Analyst	NUMBER OF POSITIONS:	One (1)
DUTY STATION:	Cleveland, Ohio	GRADE/SALARY RANGE:	CL 26 to CL 27 (\$44,845 - 80,074)
POSITION TYPE:	Full-time permanent		<i>(Promotion potential to CL27 without further competition)</i>
OPENING DATE:	May 3, 2016	CLOSING DATE:	Open until filled (First consideration given to applications received by May 23, 2016)

Join the United States District Court's team of energetic, career minded professionals! The U.S. District Court offers an opportunity for self-motivated individuals with excellent interpersonal, automation, and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

POSITION OVERVIEW

The United States Court for the Northern District of Ohio is located in Cleveland, Ohio with divisional offices in Akron, Toledo and Youngstown. The District Court's automation support team provides services to a total of 20 judges and 250+ staff members in chambers, the Clerk's Office, and the Pretrial Services & Probation Office. We are seeking a Programmer/Systems Analyst for our Cleveland office. The Programmer/Systems Analyst reports to the Assistant IT Director and performs professional work related to coding, testing, designing, modifying, and adapting existing software for the court's national applications. There will be routine travel within our district as well as occasional travel outside of our district for meetings, conferences, and/or training. Starting salary is dependent upon qualifications and experience.

ENVIRONMENT

The essential functions of the Court operate on national applications developed by the Judiciary: Probation and Pretrial Case Tracking System (PACTS), Case Management/Electronic Case Filing System (CM/ECF), financial management systems (FAS4T/JIFMS), eVoucher, Jury Management System(JMS), as well as other nationally and locally developed applications. National applications run on Informix database platforms on RedHat Linux servers. Training will be provided on judiciary-specific applications as necessary.

REPRESENTATIVE DUTIES

To support the needs of our end users in the U.S. District Court for the Northern District of Ohio:

- Participate in the planning for, and the acquisition of, specific systems for the court. Collaborate with users to gather system requirements, and create plans for testing, training, implementation and software documentation.
- Install, configure, maintain, administer and support the courts national applications and related applications that enhance and/or exchange data with these systems; customize applications based on user needs.
- Create, maintain, and enhance Java, Perl and UNIX scripts, data/form libraries, and applications using a variety of web-based software.
- Provide primary support for database structures, including Informix and MySQL.
- Provide analysis and recommendations concerning user needs and software requirements to determine feasibility of design within time and cost constraints.
- Design, develop and support application software which enhances organizational efficiency/capabilities and take a lead role in software development with multiple programming languages.

- Develop on demand custom informational and statistical reports for multiple departments of the court.
- Manage execution of automation plans and establish training in system use and capabilities; perform testing, establish procedures, and devise security systems for hardware, software, and data.
- Prepare and maintain library of software, including documentation of locally developed material.
- Ensure reliable and effective operation, maintain standard operating procedures, install and test upgrades, and assist with protection and restoration operations.
- Monitor, diagnose and remedy failures, both hardware and software, and coordinate maintenance activities as necessary.
- Conduct backup and recovery of the national databases as required; implement disaster recovery plans ensuring data security and integrity.
- Establish, coordinate, and deliver training in software and hardware use and capabilities; provide user support and problem resolution for systems-related problems.
- Perform general IT support services as required other IT duties as assigned.

QUALIFICATIONS

- Two or more years of programming experience is required. Must have knowledge of or experience with Perl, Java, PHP, ColdFusion, HTML, JavaScript, Web Services, Informix, SQL databases and BusinessObjects. Must have knowledge of or be familiar with Linux and Windows.
- Experience in a dynamic, customer-oriented environment; excellent organizational skills and ability to successfully manage multiple tasks.
- Ability to understand and communicate user needs, collaboratively develop solutions, and train non-technical personnel in technical techniques and processes; ability to learn and participate in a team environment.
- Strong problem solving and research skills; ability to isolate and take corrective action on software and hardware problems.
- Outstanding oral and written communication skills.
- Ability to travel within the district as required. Position may also require occasional travel outside of the district for training, meetings or conferences.

PREFERRED QUALIFICATIONS

An undergraduate degree from an accredited college or university in computer science or related field, or substantial work experience in a related field is strongly preferred.

Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. For example, experience related to application development, database platforms and web-based software.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. A general skills assessment test will be administered. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year

dependent upon length of federal service

- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized health and life insurance plans
- Choice of supplemental dental and vision insurance
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan (a retirement savings plan similar to 401(k) plans)
- Optional long-term disability and long-term care insurance
- Optional participation in the Judiciary Flexible Benefit and Commuter Benefit Programs
- Public transportation subsidy

HOW TO APPLY

To apply, submit a cover letter (including position title and announcement #), a resume, two professional references, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/ to the address below. Applications may also be e-mailed to **apply@ohnd.uscourts.gov**. E-mailed documents must be in Word, WordPerfect or PDF format. Use only one method of application. No faxes please. **Incomplete submissions will not be considered.**

United States District Court
Carl B. Stokes U.S. Court House
Attn: Human Resources Department #16-07
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.